

# FAQ

## **SHBP Employee Transfer and Summer Pay (Non-PeopleSoft Payroll Locations) MARCH 28-30, 2016 AND APRIL 19-20, 2016 WebEx FAQs**

**1. Will a copy of this PowerPoint be posted on the SHBP website?**

Yes, The recorded presentation of SHBP Employee Transfer and Summer Pay (Non-PeopleSoft Payroll Locations), has been posted on the SHBP website at <https://dch.georgia.gov/benefit-coordinators>.

**2. What is the difference between the transfer date and the hire date?**

The transfer date is the effective date of when an employee is no longer at a Payroll Location. The hire date is the date in which the employee begins working at the new Payroll Location.

**3. How will the newly activated fields assist the Automated Payroll Locations in the processing of Employee Transfer and Summer Pay?**

The newly activated fields such as Hire date-Position 376, Coverage Effective Date-Position 392 helps to ensure the premium deduction will transfer to the new Payroll Location. The other newly activated fields, Coverage End Date-Position 400 and Date of Last Deduction-Position 441 ensure the employee's premium deduction will discontinue.

**4. Will the employee record error out at the Payroll Location the employee is transferring to if the termination file is not submitted prior to the hire date?**

The employee record will not error out and will be an active record for the employee if the hire file is submitted prior to the termination file. The termination error will appear on the SHRT's report. Coordination between Payroll Locations is still needed to ensure both files will process successfully.

**5. Where are the State Regulations located as it pertains to employee transfers? The State Regulations governing the State Health Benefit Plan are located on the SHBP Website at <https://dch.georgia.gov/shbp-plan-documents> .**